# Job Title: Building Inspector III

**Department:** Development Services

**Immediate** 

**Supervisor:** Chief Building Official

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	808
FLSA Status	Non-exempt

### **BRIEF DESCRIPTION OF THE JOB:**

Schedules, and coordinates the field activities of building inspectors. Assists in conducting training sessions and verifies inspection records for building inspectors. Inspects commercial building projects. Assists the Building Inspection Supervisor in preparing inspection policies. Assists in preparing monthly inspection reports through the compilation of statistical data. Conducts minor plan reviews as required.

### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Str	ysical ength Code	ESSENTIAL FUNCTIONS
1	L	Conducts routine and more complex inspections of commercial and industrial buildings (new and remodels) and custom homes by performing advanced journeyman-level inspection work in the enforcement of building, mechanical, plumbing, electrical, housing, disabled access, energy, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures. Performs related duties as assigned. Incumbents are distinguished from Building Inspector II in that they perform inspections primarily for commercial and industrial structures. Advises property owners, contractors, architects, engineers and others on matters relevant to construction methods, materials, types of construction and occupancies. Investigates and resolves complaints and problems. Interprets codes and regulations and explains inspection programs. Advises owners on matters relating to building permits. Reviews plans and specifications for commercial buildings and related construction involving installation, repair, replacement and alteration for compliance and applicable codes and regulations; issues certificates of occupancy; inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations and validity of permits; inspects building sites during construction, alteration or repair for compliance with the minimum standards of building and related codes and regulations. Conducts inspections on City construction projects. Investigates complaints concerning new construction or work involving permits. Issues "stop work" and correction notices, writes notices of violation or substandard conditions to property owners or contractors, and pursues violations through prosecution channels in situations of non-compliance.
2		Performs plan review checks, provides assistance at permit counter, responds to questions from engineers, contractors, developers, private citizens, and attends pre-

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
		construction meetings with contractors, engineers, developers, etc. Performs Lighting
		Ordinance plan review and conducts meetings with lighting designers, developers,
		contractors, owners, etc. Conducts lighting inspections with contractors, lighting
		designers, owners, etc. to ensure compliance with City Ordinances.
3	L	Assists Chief Building Official by scheduling workloads, establishing inspection,
		procedures and territories, conducting training sessions, verifying accurate inspection
		records, monitoring inspection procedures for policy compliance and evaluating
		personnel performance. Conducts employee performance reviews for Building
		Inspectors I and II.
4	S	Assists the Chief Building Official in preparing inspection policies by analyzing
		current procedures, receiving input from inspectors and other personnel, making
		recommendations, and monitoring and enforcing newly established procedures. Acts
		as Chief Building Official during the temporary absence of that position.
5	S	Assists Chief Building Official in preparing monthly inspection reports by obtaining,
		compiling, and documenting statistical information from inspectors.

## **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License; ICC Building Inspector; and ICC Building Plans Examiner, or ICC Electrical, Plumbing or Mechanical Inspector.
Reading	Work requires the ability to read construction drawings and documents, soil reports, building codes, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as some geometry.
Writing	Work requires the ability to write procedural and informational handouts, memorandum, letters, general correspondence, and documentation on legal and personnel issues.
Managerial	Semi complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

				T	Т
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with       co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ File drawers</li><li>☐ Equipment</li><li>☒ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Computer keyboard</li> <li>☑ Telephone keypad</li> <li>☑ Calculator</li> <li>☐ Calibrating equipment</li> </ul>	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Balancing	□ N □ R □ O ⊠ F □ C	<ul><li>☑ On ladders</li><li>☑ On equipment</li><li>☑ On step stools</li></ul>
Sitting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Desk work</li><li>☐ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☑ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Under equipment</li><li>☑ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	<b>d</b> )								
Machines, Tools, Equipment	and Work	Aids:							
Vehicle, nail gauge, smart level, light m	eter, ladders, ta	pe measure, cir	cuit tester,	, code	books, press	sure gai	iges, screwdri	ver, fla	shlight,
Wire gage, calculator, small tools, fax m	nachine.				_				
Computer Equipment and S	oftware:								
Personal Computer, Lotus Notes, H.T.E	., Microsoft Wo	ord, Internet, pr	inter, AS4	00 Na	aviline.				
Environmental Factors:									
Environmental Condition	ons	Never	Season	ally	Several T	imes	Several Ti	mes	Daily
					Per Moi	nth	Per Wee	ek	
Extreme temperature									
(heat, cold, extreme temp. changes fr work)	om outside		X						
Wetness and/or humidity		_			_				
(bodily discomfort from moisture)			$\boxtimes$						
Respiratory hazards		П	×		П		П		П
(fumes, gases, chemicals, dust and di	rt)								
Noise and vibration					×				
(sufficient to cause hearing loss) Physical hazards					<del> </del>		+		
(high voltage, dangerous machinery,	aggressive								
prisoners, patients – <u>not customers</u> )									
Health and Safety Condition	ıs:								
Health and Safety Conditions	N = Never	R = Rarel	у О	= Oc	casionally	F = Frequently		C =	Constantly
•	Never	Less than	1 1	1/3 or	more of	From 1/3 to 2/3		2/3	or more of
	occurs	hour per we	eek	the	time	of the time		the time	
Mechanical hazards					$\boxtimes$				
Chemical hazards					X				
Electrical hazards									
Fire hazards					×				
Explosives	×								
Communicable diseases	×								
Physical danger or abuse									
Other (specify)									
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	d Centers								
Protective Equipment Requi		fety glasses.							
mai,ork oooto, eje protection, et	- protection, san	, 5140000.							

## **Job Demands**

### **Overall Strength Demands:**

Overall Strength Demands					
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.				
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.				
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.				
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.				
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.				

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations		×		
Frequent Change of Tasks		$\boxtimes$		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team		×		
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

### **EXPECTED BEHAVIOR:**

### Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed	this job ar	nalysis and	its attachmen	its and fin	d it to be	an accurate	description of	of the
demands of this j	ob.							
· ·								

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
ments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.